

**Custodian
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=227138>

Downloaded On: May. 8, 2024 10:23am

Posted Dec. 11, 2023, set to expire May 14, 2024

Job Title Custodian
Department Facil Plan & Plant Operations
Institution Cabrillo College
Aptos, California

Date Posted Dec. 11, 2023

Application Deadline 05/14/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/4853055>

Apply By Email

Job Description

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Custodian

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2023-01742

Closing: 5/14/2024 11:59 PM Pacific

Location: Aptos, CA

Department:

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Facil Plan & Plant Operations

Employment Opportunity

This full-time, 12-months per year Custodial position individually or as a crew member performs custodial duties in specified District buildings and adjacent grounds; secures buildings and facilities; assists with setups and breakdowns of furniture and equipment for events; and performs related duties as assigned.

PLEASE NOTE: This is an ongoing recruitment, accepting applications through **May of 2024**. *This recruitment is to fill ongoing open positions, and to establish a position eligibility pool in order to fill other full-time, part-time, or substitute assignments as needs arise.*

The schedule for reviewing applications during this time is as follows:

1. **Review of applications received by January 12, 2024 will receive status updates in late January/early February**
2. **Review of applications received by March 14, 2024 will receive status updates in late March/early April**
3. **Review of applications received by May 14, 2024 will receive status updates in late May/early June**

We need **YOU**! Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (48%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

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Starting Salary Range: \$3,857to \$4,465per month;plus 5% annual increases up to step 7, maximum initial salary step placement on theclassified salary scheduleis step 4. Full-time (40 hours per week) assignment, 12 months per year. **Monday through Thursday, 6:00 p.m. - 2:30 a.m. and Friday, 4:00 p.m. - 12:30 a.m.,**with weekends and changes to schedule as required with prior notice.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the [Benefitslink](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time, 12 months per year assignment. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

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As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Cleans, disinfects and maintains assigned buildings, classrooms, offices, restrooms and other facilities.
- Cleans and sanitizes restrooms and their fixtures including sinks, urinals and toilets; washes windows, mirrors and walls; cleans and sanitizes showers as assigned; replenishes restroom supplies; disinfects and installs dispensers.
- Sweeps, vacuums, mops, waxes, strips and polishes floors; vacuums and shampoos carpets.
- Dusts and polishes furniture, woodwork, fixtures and equipment; cleans desks, tables and counter tops; cleans and polishes metal work.
- Empties and cleans waste receptacles.
- Operates custodial cleaning equipment and utilizes custodial materials and supplies in a safe and effective manner.
- Secures assigned buildings; locks all doors and windows at close of workday or after evening classes; locks and unlocks gates.
- Sweeps sidewalks, stairs and concrete areas; picks up debris on campus.
- Maintains accurate records, files and logs.
- Meets with supervisor to review work on a regular or semi-regular basis as directed.
- Completes daily activity reports as required.
- Assists on special projects such as pressure washing windows and moving and arranging furniture, supplies and equipment.

OTHER DUTIES

- Replaces light bulbs and may make minor non-technical repairs to buildings and fixtures; reports the need for maintenance and repair and assists others in making repairs as needed.
- Sets up and removes chairs, tables, bleachers, stages and other furniture and equipment for events, classes and athletic games; cleans theater.

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- Assists with pest control.
- Responds to radio emergencies.
- Operates a forklift as trained and certified.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- One year of custodial experience **OR**
- Equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic methods, materials and equipment used in custodial work.
- The operation and maintenance of a variety of hand and power custodial tools and equipment.
- Alarm codes needed to secure buildings.
- Proper measurement and mixing of cleaning chemicals.
- Organization and layout of campus buildings/facilities.
- Occupational hazards and standard safety practices.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.
- Basic English.
- Basic computer operations.

Skills and Abilities to:

- Complete custodial assignments independently without immediate supervision.
- Operate and maintain tools/equipment used in custodial work.

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- Perform minor maintenance repairs as assigned.
- Prepare and maintain basic records accurately.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Establish and maintain effective working relationships.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

Additional Information

Application Process:

1. Complete application and answer supplemental questions; provide detailed information to aid in determining if the minimum qualification requirements have been met
2. Attach resume

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

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Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4305234/custodian>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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